



## NORTH CAROLINA A&T HOMECOMING AGGIE FANFEST VENDOR INFORMATION

October 23<sup>rd</sup>, 24<sup>th</sup>, & 25<sup>th</sup>, 2015



### Dear NC A&T Homecoming Aggie Fanfest Vendor:

Thank you for your interest in the 2015 N.C. A & T Homecoming Aggie Fanfest. The Greensboro Parks & Recreation Special Events Office is excited to present another great Festival for our community to enjoy. We strive to continue adding more energy, entertainment concepts and marketing to the Fanfest environment.

Included in this packet is an application form, vendor acknowledgement and release and a return pre-addressed envelope. The application deadline for pre-registration is Friday, October 9<sup>th</sup>, 2015. Pre-registration provides the best booth locations to vendors. Walk-up booth sales will be limited to any remaining booth space locations.

### VENDOR RATES ARE INCLUSIVE OF ALL CITY FEES!

To make it easier for vendors to register, the totals below include the privilege license fees so there is only one amount to pay. However, Guilford County Health Dept. fees are separate.

Merchandise Vendor	12 x 12 space	\$300
Merchandise Vendor	12 x 24 space	\$400
Food Vendor	20 x 20 space	\$500
Food Vendor	Oversize (up to 20 x40). Limited	\$550

### TIMES TO KNOW

- Vendor Check-In Times
  - Thursday, October 22<sup>nd</sup>
    - 8:00 am – 12:00 pm: Food Vendors/Trailers Only
    - 12:00 pm – 8:00 pm: Merchandise Vendors & other Food Vendors
  - Friday, October 23<sup>rd</sup>
    - 8:00 am – 10:00 am NO Food Vendors Load-In Friday Morning
- Operating Hours of the Vending Pavilion
  - Friday, October 23<sup>rd</sup>
    - 4:00 pm to 10:00 pm
  - Saturday, October 24<sup>th</sup>
    - 5:30am Streets Closed for Parade
    - 7:00 am to 9:00 pm
    - 8:00 am to 12:00 pm Scheduled Parade Hours
  - Sunday, October 25<sup>th</sup>
    - 11:00 am to 4:00 pm
- Move-out – Sunday, October 25<sup>th</sup>
  - 5:00 pm to 11:00 pm

**NOTE: Move-out is not permitted prior to Sunday at 4:00pm**

## RETURNING YOUR APPLICATION:

To avoid processing delays, please use the enclosed return envelope and return your applications as soon as possible.

Applications may also be delivered in person to the:

**Greensboro Parks & Recreation Dept., c/o Special Events,**  
**1001 Fourth St., Greensboro, NC 27405.**

Business hours are Monday through Friday, from 9am to 5pm.

**DEADLINE: Pre-registrations must be received no later than 5pm on Friday, October 9<sup>th</sup>, 2015.**

The City of Greensboro is not responsible for mail delays. Subject to available booth space, applications received after Friday, October 9<sup>th</sup>, 2015 may be placed on a waiting list and potential vendors will be notified if space is available.

**The non-refundable fees must be submitted with your application.** Acceptable forms of payment are money order, certified check or cashiers check payable to "City of Greensboro Parks & Recreation". Non-certified personal or business checks will be returned, causing a delay in processing your application. **Credit cards are also accepted**, and all information is required in full to process a credit card order.

**DON'T WAIT TO SEND MATERIALS IN, WE ANTICIPATE SPACE TO FILL UP QUICKLY AGAIN THIS YEAR!!!!**

### FOOD VENDORS

Food vendors are required to include with their application, a copy of their PRE-APPROVAL letter from the Guilford County Environmental Health Department. Details can be found on the Guilford County's website at [http://www.co.guilford.nc.us/gheh\\_cms/flisp/tfe\\_flisp.htm](http://www.co.guilford.nc.us/gheh_cms/flisp/tfe_flisp.htm) or by calling them directly at (336) 641-7777.

**NEW HEALTH DEPARTMENT INFORMATION:** The NC Department of Environmental Health will be charging a separate \$75.00 fee each time they inspect a temporary food establishment. Please call the local Guilford County Health Department for information regarding payment if you are a food vendor.

### MERCHANDISE VENDORS

Counterfeit (fake) merchandise will not be permitted. Counterfeit merchandise includes all goods that are made and sold without permission of the owner of the trademark, for example, merchandise with NC A&T logos, jewelry, purses, shoes and other articles of clothing that are fake. Licensing and State agents will be inspecting goods and will confiscate any items found to be counterfeit, imitations or illegal.

### PEDDLERS

Vendors who wish to be on foot selling items should contact the City of Greensboro, Collections Division at 336-373-2501 to apply for a Peddlers license. Peddlers who wish to sell pre-packaged food or beverage should contact the Guilford County Health Department for pre-approval. Please note that peddling along the parade route during the parade is not permitted due to pedestrian safety concerns and at the request of NC A&T State University. Peddlers are also not permitted to vend inside the Festival Area.

## **VENDOR SPACE ASSIGNMENT**

Vendor applications will be received by the Special Events Office and will be time/date stamped in the order they are received. They will be sorted by requirements (water, electricity, size, type, etc.) and assigned a space location based on those requirements.

Spaces are limited and will be assigned as appropriate. Staff reserves the right to assign spaces, modify procedure and/or implement policy in the best interests of the event and the City of Greensboro.

Vendor packets and booth assignments will be available for advance pickup in person on Tuesday, October 20<sup>th</sup> and Wednesday, October 21<sup>st</sup> at the Greensboro Parks and Recreation Administrative Offices or on site at the Fanfest site starting Thursday, October 22<sup>nd</sup>, 2015 at 8:00 am.

Food Vendors will have a 4 hour load-in period from 8am-12pm on Thursday, October 22<sup>nd</sup>. This period will be specific to Food Vendors only. Merchandise will be permitted to load-in beginning at Noon.

## **VENDOR GUIDELINES**

### **FIRE EXTINGUISHERS**

- Food vendors using cooking oil, fats, or greases in a deep well fryer or cook top are required to have a Class K fire extinguisher.
- All vendors must have a fire extinguisher which carries a minimum of a 2A-10B rating.
- Residential extinguishers are not acceptable for this event.

### **TENTS AND CANOPIES**

Tents and canopies must be flame treated. The Fire Department will require a sewn in label on the fabric or the manufacturers' certification of flame treatment or the label from the product used to treat the material. Vendors should be prepared to furnish a sample piece of material.

### **PROPANE TANKS**

- No LP tanks will be permitted "inside" a cooking operation.
- LP tanks should be secured in a device designed for that purpose or else chained to an area "outside" the cooking tent or trailer.

### **ELECTRICITY**

These services will again be provided for use, based on service needs and capacity available:

- Please bring a minimum 100' drop cord with a gauge of 12/3 that has a grounding pin or wire.
- If you have multiple appliances, you should supply a separate drop cord for each appliance.
- Any 50Amp services will be hard-wired directly into the panel.

### **WATER HOSES**

- These should be food grade, equipped with a rubber washer, and at least 50' in length.
- Please bring your own 'Y' splitter if you need multiple hose connections, these will not be provided.
- Vendors also must have backflow preventers installed at their water source.

### **TIE DOWNS**

Please remember to bring cinder blocks and twine/rope to tie down tents. Stakes are not permitted in the paved lot. **DO NOT TIE TENT DOWN TO PROPANE TANKS!**

### **FIRE BREAKS BETWEEN TENTS**

Due to fire code restrictions, the spaces between units may not be used for seating or storage areas. These are to remain open air areas.

## **SIGNAGE/MENU BOARDS**

In an effort to maintain a level of professional look and feel amongst all vendors, all signage and menu boards must be of standard condition. Hand-written signage is not permitted and is a condition of upon which a booth space is sold. All Menu Signage must include Pricing and must be easily visible.

## **ON THE DAY OF THE EVENT**

### **CHECKING IN**

A command tent will be staffed at the Fanfest for management and business personnel. The command tent will serve as the central check-in point for approved vendors and all other service requests.

Pre-registered and approved vendors may check-in on-site Thursday, October 22<sup>nd</sup>, from 8:00am until 6:00pm or Friday, October 23<sup>rd</sup>, from 8:00am until 10:00am. Vendors who have not registered by October 22<sup>nd</sup> at 10:00am may forfeit their space assignment unless prior arrangements have been approved by staff.

Pre-registered vendors will receive primary space locations and the opportunity for early load-in on Thursday.

### **SETTING UP YOUR SITE**

Vehicles will be allowed to drive onto the Fanfest vendor lot until 10:00 am on Friday, October 23<sup>rd</sup> and no later. At the conclusion of the event, vehicles may start leaving the lot when lot is safe directed by Greensboro Police. **You may not break down prior to set closing time.**

***Vendors who do leave before set closing time may be disqualified from participating in future years. All vendors are committed to operate in full during all hours of operation.***

### **PARKING**

During on-site check-in, approved vendors will be issued a parking pass for a specific lot. Due to limited parking spaces, only (1) parking pass will be issued for each vendor. Vendors may begin setting up after on-site check-in.

Vehicles will not be allowed on the lot for any reason during Fanfest operating hours. This policy will be strictly enforced and violator's vehicles will be towed at their own expense.

Re-stocking assistance will not be provided by the City. Vendors are responsible for providing sufficient labor to operate and manage their sales.

Vendors are also responsible for providing sufficient labor to load in and out there inventory. Staff will not load or unload materials.

### **SPECIAL NEEDS/CONCERNS**

Please make sure you make us aware of any special needs or requirements on your application. We will certainly attempt to accommodate on a case by case basis.

### **SECURITY**

24 hour Security will be provided at the Pavilion starting Thursday at 6:00 pm through closing date. However, vendors are ultimately responsible for all of their merchandise and equipment and the City will have no responsibility for lost or stolen or weather damaged merchandise.

## **QUESTIONS?**

**General Questions – Special Events Office, (336) 373-4572; FAX: 336-373-4133**  
**Peddlers License – (336) 373-2501**  
**Guilford County Health Department – (336) 641-7777**